

ADMINISTRATIVE -- INTERNAL USE ONLY

2 February 1979

OFFICE OF FINANCE NOTICE NO. 3-79

SUBJECT: MF Career Subgroup Board and Panels

REFERENCE: 18 May 1978

STATINTL

RECISION: Office of Finance Notice No. 11-78

1. In compliance with the requirements of the DCI's Uniform Promotion System as set forth in reference, the MF Career Subgroup personnel management and evaluation structure consists of a MF Career Subgroup Board and five (5) independent MF Career Subgroup Evaluation and Promotion Panels. These independent panels have the responsibility for the competitive evaluation of all MF Careerists under their jurisdiction and for making promotion recommendations to the Director of Personnel. In accordance with paragraph 2.d. of reference, rankings and recommendations for promotion made by these panels can only be changed by the Director of Central Intelligence. The responsibilities and membership of the MF Career Subgroup Board and the Evaluation and Promotion Panels are as follows:

a. MF Career Subgroup Board

STATINTL The MF Career Subgroup Board is responsible to the Director of Finance for monitoring the application and functioning of the Agency personnel program as it applies to Finance personnel consistent with subparagraph a. of Headquarters Regulation . The MF Career Subgroup Board will consist of a Chairman, to be designated by the Director of Finance, and all GS-17 and GS-16 Finance Officers. The Administrative Officer, Office of Finance serves as Executive Secretary (non-voting).

The Board acts in an advisory capacity and makes recommendations to the Director of Finance as Head of the MF Career Subgroup of the DDA Career Service. Within this context, the Board's responsibilities include: the development of personnel management plans; the formulation of training and career development policies; the initiation and/or evaluation of recommendations for Honor and Merit Awards for MF Careerists; recommendations for actions designed to ensure the effective utilization of the Office of Finance personnel resources; and such other functions as may be assigned by the Director of Finance.

b. MF Career Subgroup Evaluation and Promotion Panels

(1) Panel #1

This panel is responsible for the competitive evaluation of all MF personnel in grades GS-13 and GS-14 and for making promotion recommendations. Panel #1 will consist of a Chairman to be designated by the Director of Finance and five (or six) members

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in grade GS-16 (or above) with representation from outside the Office of Finance. The Administrative Officer, Office of Finance, is a non-voting member and serves as the Executive Secretary.

(2) Panel #2

This panel is responsible for the competitive evaluation of all MF personnel in grades GS-11 and GS-12 and for making promotion recommendations. Panel #2 will consist of a Chairman to be designated by the Director of Finance and five (or six) members in grades GS-14 (or above) with at least three being Finance Officers assigned outside the Office of Finance. The Administrative Officer, Office of Finance, is a non-voting member and serves as Executive Secretary. Membership on the panel will be rotated annually.

(3) Panel #3

This panel is responsible for the competitive evaluation of all MF personnel in grades GS-7 through GS-10 other than those in the secretarial/clerical profession and for making promotion recommendations. Panel #3 will consist of a Chairman to be designated by the Director of Finance and seven (or eight) members in grade GS-13 (or above) with at least three being Finance Officers assigned outside the Office of Finance. The Administrative Officer, Office of Finance, is a non-voting member and serves as Executive Secretary. Membership on this panel will be rotated annually.

(4) Panel #4

This panel is responsible for the competitive evaluation of all personnel in grades GS-6 and below other than those in the secretarial/clerical profession and for making promotion recommendations. Panel #4 will consist of the Administrative Officer, Office of Finance, as permanent Chairman and four members consisting of Division/Staff Chiefs of the Office of Finance. The Associate Administrative Officer, Office of Finance, is a non-voting member and serves as the Executive Secretary.

(5) Panel #5

This panel is responsible for the competitive evaluation of all MF personnel in the secretarial/clerical profession in grades GS-7 and below and for making promotion recommendations. Panel #5 will consist of the Administrative Officer, Office of Finance, as permanent Chairman and four Deputy Division or Deputy Staff Chiefs of the Office of Finance. The Associate Administrative Officer, Office of Finance, is a non-voting member and serves as Executive Secretary.

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2. The Executive Officer, Office of Finance, will serve as advisor (non-voting) to Panels No. 2, 3, 4, & 5 on personnel management matters.

3. The Senior Personnel Resources Board (SPRB) is responsible for the competitive evaluation of all DDA personnel in grade GS-15 and for making promotion recommendations. The MF Career Subgroup Board will evaluate MF personnel in grade GS-15 for submission to the SPRB. The DDA Senior Secretarial Panel is responsible for competitive evaluation of MF senior secretaries in grades GS-8 and GS-9 and for making promotion recommendations.

4. The individual Evaluation and Promotion Panels will also be encouraged to make suggestions to the MF Career Subgroup Board for improving personnel management and for the assignment, rotation, training, and career counseling of MF Careerists.

5. Panel members will be appointed by and will serve at the discretion of the Director of Finance. Panel members will be selected based on Directorate representation, their knowledge of the various finance functions within the career subgroup, and their knowledge of the MF Careerists performing these functions. Meetings normally will be held to meet the schedule of the Uniform Promotion System.

STATINTL


Edward L. Sherman
Director of Finance

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